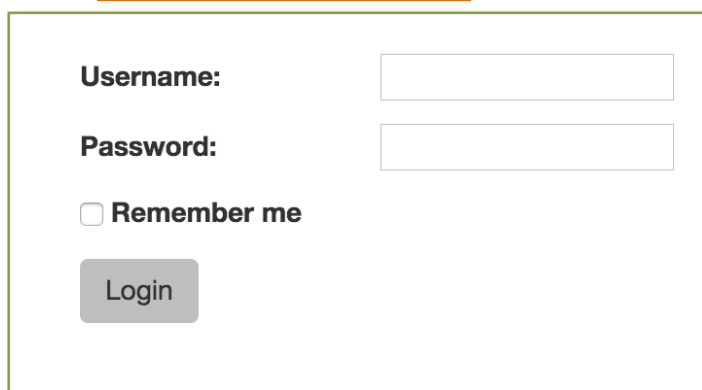


## Invite users into the Dashboard

To invite new users to the Dashboard you should:

1. Login to the dashboard from <http://core.ac.uk/dashboard>



A login form with the following fields and elements:

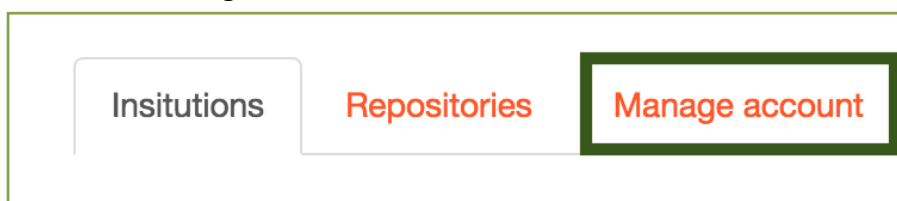
- Username:** A text input field.
- Password:** A text input field.
- Remember me**
- Login** button

2. Click on “My Account” top right hand side of the page



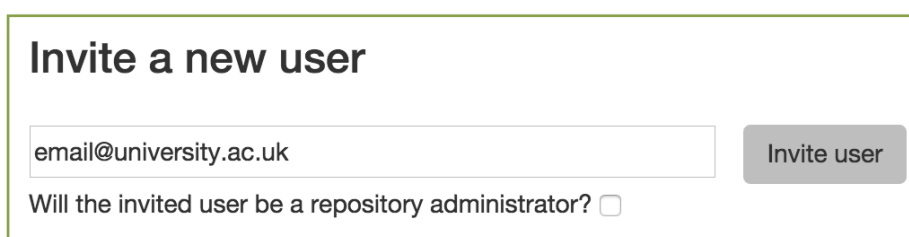
My account Logout

3. From the tabs click on “Manage Account”



A set of three tabs: **Insitutions**, **Repositories**, and **Manage account**. The **Manage account** tab is highlighted with a dark green border.

4. Type in the new user email in the “Invite a new user” text box.

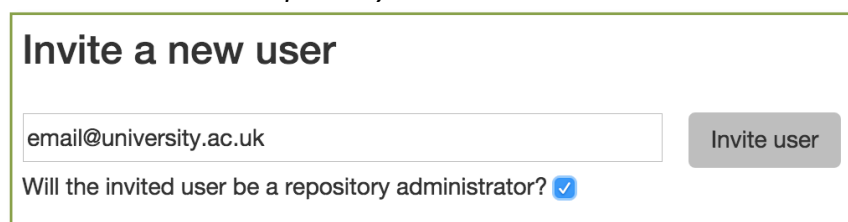


**Invite a new user**

email@university.ac.uk **Invite user**

Will the invited user be a repository administrator?

5. If you want the new user account to have administrative privileges in the repository check the box next to “Will the invited user be a repository administrator<sup>1</sup>?”



**Invite a new user**

email@university.ac.uk **Invite user**

Will the invited user be a repository administrator?

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<sup>1</sup> A repository administrator can edit the repository information, such as take down documents, request metadata updates, etc.